Definition of Class
The incumbent in this position coordinates and supervises the maintenance of student academic records. Work involves monitoring course selection and academic planning for students; monitoring graduation requirements; administering policies and procedures relating to the assigned degree program; processing and maintaining academic records of students; and overseeing the daily activities of assigned personnel.

Examples of Work Performed
Coordinates and participates in activities associated with the maintenance of student academic records.

Monitors student academic records and makes recommendations as it relates to courses, transfer credits, and graduation requirements.

Assists students in selecting a suitable degree program. May administer summer programs. Assists with the development of program budget.

Performs long-range academic planning and recommends class schedules; reviews forms for students desiring to change schedules and approves changes in accordance with policies and procedures.

Prepares and oversees the maintenance of student records. Posts course enrollments, grades, grade changes, and similar information to records.

Reviews student records on a periodic basis and compares course completion and grade point averages with catalog requirements.

Provides information to students concerning course selection, academic advancement, and graduation requirements.

Reviews and evaluates degree applications. Audits records of potential graduating seniors and certifies the records of graduates and honor students to the Office of the Registrar.

Evaluates each course on transcript with respect to the University’s equivalence. Liaisons with appropriate academic department for clarification. Prepares written evaluation for students.

Coordinates the work schedules of assigned personnel and monitors performance.

Represents the University on student recruiting trips.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and supervises the activities of assigned personnel.
2. Oversees the maintenance of student academic records.
3. Monitors course selection and determines academic plan to fulfill degree requirements.
4. Audits student academic records and evaluates transcripts of transfer students.
5. Verifies student eligibility for academic honors.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Associates Degree from a college or university

AND

Experience:
Two (2) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.